

**Governor's Office of Workforce Development  
State Workforce Investment Board  
Local WIA Guidance Committee**

**Floyd Veterans Memorial Building  
April 17, 2012 Meeting  
11:00 a.m.**

Meeting Minutes

**Attendees:**

Bill Dunaway, Chairman	Richard Ray
Sarah Harrison	Jim Seymour
Tricia Pridemore	Mel Stowers

**Guests:**

Jessica Otieno, US DOL  
Winston Tompoe, US DOL

**Convene/Chairman's Remarks**

Chairman Dunaway called the meeting to order and welcomed the Local WIA Guidance Committee members. Committee members introduced themselves and Chairman Dunaway adopted the agenda.

**WIA Orientation, Jessica Otieno, USDOL**

Jessica Otieno, Federal Project Officer, USDOL Employment and Training Administration, presented an overview of the Workforce Investment Act including its purpose and key principles. She reviewed the Local Workforce Investment Board (LWIB) composition and responsibilities. Ms. Otieno explained the local board requirements and how the local workforce boards contribute in each region. Mel Stowers inquired how USDOL feels Georgia's local boards are currently performing. Ms. Otieno replied that the State of Georgia, as a whole, exceeds expectation. However, there is a need in certifying the LWIBs in order to be in compliance. Director Pridemore stressed the mission of the Local WIA Guidance Committee is to provide certification in order to ensure programmatic guidance and a communication stream from the SWIB to the LWIBs. Director Pridemore referenced the importance of the information in the NAWB Overseeing One-Stops guidebook.

**Executive Director's Report**

Executive Director Pridemore presented the section of the Workforce Investment Act law referencing the Local Workforce Investment Boards including the establishment, membership criteria, appointment and certification of local boards, and the function of the local boards. She encouraged the involvement of local chambers and economic development organizations with the LWIBs. She recognized that on-site monitoring is needed for PY2011. She stressed the importance of the local boards following the

Sunshine Provision and ensuring members do not have a conflict of interest. Director Pridemore explained the requirement in establishing a youth council within each local board and the responsibilities of the youth council members. She referenced the tools given to the committee members in the meeting folder including the State of Georgia LWIB region map, the website links for each LWIB, and HB 897, which refocused the SWIB's efforts from 100% Work Ready Program to the actual federal mission. She provided the SWIB by-laws, LWIB Directory, NAWB seminar information, self assessment tool booklet, and the Competitiveness Initiative.

Chairman Dunaway appointed Mel Stowers to sit in as Local WIA Guidance Committee Chair at the May 24<sup>th</sup> SWIB meeting in his absence. Chairman Dunaway adjourned for lunch at 12:05pm. The Local WIA Guidance Committee reconvened at 12:18pm.

### **Committee Members' Reports**

Sarah Harrison reviewed LWIB best practices in the areas of training, information exchange, outreach and promotion, committees, on the job training, resource allocation, and budgeting. She recommended considering the 501c3 status, which allows for additional funding resources. She identified areas which need improvement including website information and the locations of one stop facilities. Ms. Harrison included information regarding training programs offered through TCSG, emphasizing the workforce needs within each local area. She included information on H.R. 4297, which is currently before US Congress. Ms. Harrison expressed the importance of LWIB written plans.

Richard Ray expressed the importance of apprenticeships and the verification of each LWIB composition ensuring they include the required two union members. He distributed the 2010-2012 Building Trades Resource Guide to committee members, which includes current apprenticeship programs throughout the State of Georgia.

### **Next Steps**

Director Pridemore requested the Local WIA Guidance Committee review the WIA and identify items which need addressed in the LWIBs. She requested each committee member provide a list of goals and objectives for the Local WIA Guidance Committee. She expressed the need for a LWIB Guidebook. Director Pridemore suggested the committee meet again prior to the next SWIB meeting on May 24, 2012.

Chairman Dunaway opened the floor for comments or questions. Hearing none, the meeting was adjourned at 12:51pm.

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Draft submitted by Shari Chambers, GOWD staff member

Draft approved by: Bill Dunaway, Local WIA Guidance Committee Chair